

**BY ORDER OF THE COMMANDER
AIR FORCE ROTC (AETC)**



AFROTC INSTRUCTION 36-2006

1 DECEMBER 2004

PERSONNEL

AFROTC CADETS AND APPLICANTS TESTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes Air Force ROTC policy regarding the use of CONTROLLED TEST MATERIAL within the Air Force ROTC testing program. It prescribes the methods and procedures to be used by personnel responsible for the administration, processing, control, and shipment of CONTROLLED TEST MATERIAL. It further defines and explains the specific personnel testing program of Air Force ROTC, including its purposes, responsibilities, testing instruments, and appropriate use of results. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 33, 10 U.S.C. 103, 10 U.S.C. 2107, and E.O. 9397. System of records notices F036 AETC I, *Cadet Records*, and F036 AETC J, *Four-Year Reserve Officer Training Corps (AFROTC) Scholarship Program Files*, apply. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force WEB-Rims Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil/rds/index.cfm>. The provisions of this instruction apply to all AFROTC senior units.

SUMMARY OF REVISIONS

This instruction revises AFOATSI 36-2006, *Air Force ROTC Cadets and Applicants Testing*, and incorporates all Automated ROTC Message System (ARMS) previously released by HQ AFROTC and should be thoroughly reviewed. This revision updates office symbols; the Student Management System (SMS) has been replaced with Web Intensive New Gain System (WINGS); it updates parameters for basic attributes test (BAT) from one-time testing to align with current AF testing policies; Incorporated changes required by DoD 5200.1-R, para 6-402b requiring detachments to acquire a General Services Administration (GSA) approved security container for storing controlled test material, and if immediate purchase is prohibited, to wait until the current container is no longer serviceable at which time AFROTC will conform through attrition

replacements; and updates the new schedule of required controlled test material inventory (5.1). A star (★) indicates revised material from the previous edition.

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Section A - General**1. Responsibilities:**

1.1. The unit commander is responsible for conducting a testing program in compliance with all directives.

1.2. The Test Control Officer (TCO) and Test Examiner (TE) are responsible for all testing and for controlling access to CONTROLLED TEST MATERIAL. Reference paragraph 3 for TCO and TE responsibilities.

2. Test Control Officer (TCO), Test Examiner (TE), and Test Proctor:

2.1. The unit commander will appoint, by memorandum, one AF officer or NCO (MSgt selectee or higher) as the TCO using the format at Attachment 2. Maintain the original on file in the unit and forward a copy to each agency listed on the example at Attachment 2.

2.2. The unit commander may appoint, by memorandum, one AF officer or NCO (SSgt selectee or higher) as the TE using the format at Attachment 2. NCO TEs who are eligible to apply for entry into a commissioning program must either take the AFOQT and BAT test or sign the statement of understanding (Attachment 3 for AFOQT; Attachment 4 for BAT) in conjunction with their appointment. Maintain the original appointment memorandum on file in the unit and forward a copy to each agency listed on the example (see Attachment 9 for addresses). Forward the original NCO TE Statement of Understanding for both the AFOQT and BAT to the unit's servicing military personnel flight (MPF) for inclusion in the member's unit personnel record group (UPRG), maintain a copy in the unit files, and forward a copy to the agencies listed on Attachment 2 (see Attachment 9 for addresses). NOTE: The unit commander cannot function as the TCO or TE unless the unit is placed in a unique manning situation. This situation is limited to the TCO and TE both being gone for an extended period while mandatory testing must be performed. Rescheduling or using an alternate test facility should be looked at first before using this option. The region commander must then make the appointment.

2.3. The TE must know the provisions of all testing directives (reference Attachment 1) and must carefully study AFPT 983, *Manual for Administration*. Requests for more than one TE are considered on a case-by-case basis and reevaluated annually. Submit a letter to HQ AFROTC/RRFP justifying the need for an additional TE. Justification must include the number of times the test is administered, the number of examinees per test session, and other specific circumstances contributing to the need.

2.4. The TCO or TE verbally appoints and relieves test proctors as needed to ensure proper control of test materials and behavior of examinees during the tests. The number of test proctors used in any one session is determined by AFI 36-2605, *Air Force Military Personnel Testing System*. NOTE: Test proctors are not authorized access to test materials, except to distribute and collect materials with the test booklets closed. Test proctors are not authorized to administer the BAT or to oversee its administration.

3. Training. As a minimum, both the TCO and the TE will complete the AFOQT and BAT training checklist (Attachment 5) annually. Maintain copies of the completed checklist in unit files. A new TCO or TE must complete the required training prior to administering the AFOQT or BAT. If a test proctor is used for the AFOQT, the TCO will train the individual prior to the test session. See AFI 36-2605 and AFPT 983 for additional guidance.

4. Test Control and Shipment:

★4.1. Keep CONTROLLED TEST MATERIAL in a GSA-approved security container that meets the requirements for Secret and Confidential materials (DOD 5200.1R/AFI 31-401, *Information Security Program Management*). HQ AFPC waived the requirement to store

unclassified, controlled test material in a GSA-approved security container until a detachment's current container is no longer serviceable. At that time, each detachment must follow current acquisition procedures and replace the non-GSA-approved containers. Only the TCO and TE will have the combination to the safe. Do not store imprest funds or different test material in the same container as CONTROLLED TEST MATERIAL. CONTROLLED TEST MATERIAL from the AFOQT and BAT may be stored in the same security container.

4.1.1. The interim containers must meet the following minimum standard: The minimum requirement is a steel filing cabinet with a built-in, three-position, dial-type combination lock; or, as a last resort, a steel filing cabinet with a steel lock bar and a GSA-approved, changeable combination padlock.

4.2. Only the TCO and TE will have access to the test booklets and the BAT for security purposes. If the TCO is absent for brief periods due to illness, leave, or TDY, the TE may act as TCO for administering tests and controlling materials; however, only the most essential testing should be conducted. If the TCO is absent for a time period which affects TCO duties, appoint a new TCO.

4.3. The test administrator (TCO or TE) will inventory the test booklets by serial number when removing them from the storage container and reinventory to account for each page of each test booklet when returning them. Return test materials to the storage container immediately after the conclusion of each test. NOTE: Even though a TCO or TE is seated at the desk or stays near test materials, never place openly on a desk pending return to the container.

4.4. When testing is to be done at another location, the detachment TCO must sign out the booklets to whomever will administer the test using an AF IMT 310, **Document Receipt and Destruction Certificate**. In cases where the detachment TCO or the TE handcarries the test materials to the new location (e.g., across campus, cross-town school, etc.), an AF IMT 310 need not be completed. Reference AFI 36-2605, for further guidance.

4.5. The unit TCO may not requisition, store, give, or have access to any personnel tests other than the AFOQT or BAT.

4.6. Completed AFOQT answer sheets and disks with BAT tests on them need the same degree of control as test booklets.

5. Inventory:

★5.1. Conduct a test material inventory (TMI) of CONTROLLED TEST MATERIAL in June and December of each year. Conduct inventories within 10 workdays of receipt of the TMI listing. Keep the current and previously completed original TMI listings on file at the unit. Forward a copy of the completed current TMI listing to HQ AFROTC/RRFP within 5 workdays of completion. Do not send a copy to HQ AETC/DPAFP. Extension requests must be sent to RRFP and may be granted if key personnel are not available at time of inventory. The unit commander signs as the authenticating officer on all TMI listings.

5.1.1. The June inventory must be conducted by the TCO and an impartial official who is a MSgt selectee or higher. The unit commander will appoint the impartial official by memorandum. As part of the inventory, the official must review all test storage facilities and verify that the safe combination has been changed at the appropriate times.

5.1.2. The December inventory will be conducted by the TCO and the TE. The TE will sign as the impartial official.

5.2. The inventory will account for all test booklets on hand, destroyed, or transferred. Refer any differences between amounts shown on the TMI listing and amounts on hand or accounted for that cannot be resolved using the previous and current TMIs and AF IMTs 310 to HQ AFROTC/RRFP. Any unresolved differences must be reported, regardless of how the listing appears. If differences cannot be resolved, begin an investigation (see Attachment 6 and AFI 36-2605).

5.3. When there is a change of TCOs, the incoming and outgoing TCOs will conduct a joint inventory. Use the most recent authenticated copy of the TMI listing for this inventory (this inventory may be accomplished simultaneously with the June or December inventory, if necessary). The incoming TCO acts as the impartial official. It is important that the outgoing TCO be on hand for this inventory to resolve any discrepancies. If the presence of the outgoing TCO is not possible, the unit commander will appoint an impartial official who is a MSgt selectee or higher, in writing, to serve in the place of the outgoing TCO. (The unit commander must not serve as the impartial official unless prior approval is obtained from HQ AFROTC/RRFP.) If there are no discrepancies in the account, the incoming TCO will certify the bottom of the current inventory and maintain it in unit files. If discrepancies are found, refer to paragraph 5.2. All discrepancies must be resolved before the new TCO takes control of the account. The incoming and outgoing TCOs will sign a memorandum, endorsed by the unit commander, stating the joint inventory was completed. File the memorandum with the appointment memorandum. If the outgoing TCO was not on hand, change the memorandum to show this. (The unit commander will forward a memorandum to HQ AFROTC/RRFP, HQ AFPC/DPPPWT, IN TURN, explaining why the outgoing TCO was not on hand.). Once the joint inventory is complete, the new TCO and the TE will change the safe combination.

5.4. When there is a change of TE, a joint inventory by the TEs is not required. However, the TCO will conduct an inventory in accordance with paragraph 5.3 to verify the presence of all test material. The incoming TE will serve as the impartial official and, again, the safe combination must be changed.

5.5. No-notice inventories may be directed anytime during the year and will be performed IAW AFI 36-2605. Inventory all test material within 5 workdays of receipt of the TMI. This inventory will be conducted by an impartial official and the TCO without regards to manning or workload concerns. Forward the completed TMI to HQ AFROTC/RRFP if there are no discrepancies. If there are discrepancies, forward the TMI to AFPC/AFLO and HQ AFROTC/RRFP with a memorandum explaining the discrepancies and corrective actions taken/planned. If there is a possibility of a test compromise, follow the instructions in paragraph 6 below.

6. Loss or Compromise. If CONTROLLED TEST MATERIAL is lost or a compromise is suspected, refer to Attachment 6 for appropriate action.

Section B – Air Force Officer Qualifying Test (AFOQT)

7. Purpose of the AFOQT. The AFOQT measures aptitudes used to select candidates for officer commissioning programs.

8. Personnel to be Tested. Unit commanders may authorize the administration of the AFOQT to:

8.1. Any cadet enrolled in AFROTC.

8.2. Any college student or prospective student who they believe to be applying in good faith for the program, even though the student may not yet have made written application.

8.3. Any student or prospective student, including high school students, who they believe to be applying in good faith for the AFROTC College Scholarship Program.

8.4. Unit NCOs whom they intend to appoint as TCO or TE.

8.5. Any applicant for any commissioning program at the request of a base TCO or an Air Force recruiter.

9. Scheduling:

9.1. The unit commander may schedule test sessions at any time.

9.2. The TCO or TE must query each individual to determine if they have previously taken the AFOQT before scheduling them for testing. If the individual has previously taken the AFOQT, the TCO or TE should verify this by reviewing previous test rosters. If verification by this method is impossible, contact HQ AFPC/DPPPWT for assistance.

9.3. Prepare the AFPT 237, **Testing Roster**, before each test session.

10. Administering the AFOQT:

10.1. The AFOQT is administered by the TCO or by the TE if the TCO is not available during the testing session.

10.2. Check the names of applicants reporting to the test session against the roster. Deny entry to anyone not known to you or who does not have photo identification. Mark a red line through the name of any scheduled examinee not reporting or denied entry.

10.3. AFPT 983, *Manual For Administration*, is used to give the AFOQT (Form Q). No deviation from AFPT 983 is authorized.

10.4. If an individual has been previously administered the AFOQT Form Q, version 1, test booklet, the TCO or TE must ensure the individual is administered the AFOQT Form Q,

version 2, test booklet and vice versa. Should a cadet/applicant be administered the same version a second time, HQ AFPC will score the second test and issue the TCO a discrepancy for failing to verify the previously administered version. If testing a third time (waiver required), administer the version administered for the first test. The answer sheet for the AFOQT is AFPT 987, **Answer Sheet**.

10.5. All applicants must take the entire AFOQT.

10.6. The unit commander may ask a local recruiter, military entrance processing station (MEPS), or base TCO to test an applicant if this saves time and money or avoids a hardship on the examinee.

10.7. At the detachment commander's discretion, detachments within a reasonable driving distance to a MEPS or military personnel flight (MPF) may establish a policy to test at the MEPS or MPF. The detachment commander **MUST** ensure that AFOQT testing is readily available to all cadets and applicants. Forward a letter to HQ AFROTC/RRFP and HQ AFPC/DPPPWT, IN TURN, explaining the decision to conduct AFOQT testing at a MEPS or MPF. If the commander decides to deactivate the unit's TCO account, this must also be stated in the letter. Ultimately, the detachment commander is responsible for providing AFOQT testing opportunities so as to preclude rendering a cadet or applicant ineligible for any form of selection process. See AFOATS Supplement 1 to AFI 65-103, *Temporary Duty Orders*, for preparation of cadet travel orders, if required.

10.8. When an outside agency tests an AFROTC applicant, the unit TCO is responsible for obtaining the results. Ensure the individual is in Web Intensive New Gains System (WINGS) and update the results.

11. Retesting:

11.1. The unit commander may authorize an applicant to retest once only if it is believed the applicant's true abilities are not reflected by the current scores. The applicant must normally wait 180 days from the date last tested. Forward requests to waive up to 30 days of the 180-calendar-day rule (include those instances when an applicant inadvertently retests prior to completing the 180-day requirement) to HQ AFPC/DPPPWT through HQ AFROTC/RRFP (see Attachment 8 for request format). Requests will be considered only to avoid gross unfairness to the applicant (e.g., mistesting caused by faulty instructions to the examinee, acute illness while testing, or a disturbance in or close to the testing room). **NOTE:** The date of the previous test does not count toward completion of the 180-day requirement (e.g., date tested is 11 February, the 180-day requirement begins on 12 February). Paperclip the approved waiver request to the cadet's test when you forward it to HQ AFPC/DPPPWT for scoring (if you fail to do this, the test will be voided as it violates the 180-day retest rule).

11.2. If an individual becomes ill during a test session, terminate the examinee's test noting the time elapsed in the current subtest and the last question answered. Store the answer sheet and test booklet in the safe until the status of illness is resolved. If the individual provides documentation verifying the illness, the individual may resume testing. When resuming testing, have the individual start where they stopped allowing only the remaining amount of

time for that subtest and then continue with the rest of the test. Use the original answer sheet. If the individual does not provide medical documentation, forward the answer sheet to HQ AFPC/DPPPWT in accordance with normal mailing procedures noting on the AFPT 237 that the test was terminated and the reason why. The procedures in paragraph 11.1 also apply.

11.3. Normally, no more than one retest is permitted, for a total of two (AFI 36-2605). To request a second retest (third test), forward a fully justified request for waiver to HQ AFROTC/RRFP (see Attachment 7 for waiver request format). Provide evidence such as completion of two or more college courses in subjects relevant to the AFOQT, or any other experience in areas relevant to the skills and abilities measured by the AFOQT in the areas the applicant showed a deficiency (verbal, quantitative). The request must provide documentation of all education and experience, to include grades achieved and other measures. **If a retest is approved, ensure the alternate version is administered.** Waivers requested solely to improve scores **will not** be considered, unless minimum enlistment scores have not been obtained. Paperclip the approved waiver request to the cadet's test when you forward it to HQ AFPC/DPPPWT for scoring. If you fail to do this, the test will be voided as it violates the second retest rule.

11.4. In the event an applicant does not meet minimum qualifying scores (verbal score of 15, quantitative score of 10) upon a second retest (third test), or in lieu of requesting a second retest (third test) due to time restraints imposed by eligibility deadlines for the POC Selection Process, the unit commander may request a waiver of the minimum qualifying scores via AFROTC IMT 22, **Cadet Personnel Action Request**. Include in the waiver request the dates and scores of all AFOQTs, cadet's class ranking and SAT and/or ACT scores. Provide all SAT/ACT categorical scores, not just the combined or composite score. If your university does not require SAT or ACT completion for entry, state this in the justification. HQ AFROTC/RR has been granted this waiver authority by HQ AFPC/DPPAES.

12. Preparation and Shipment of Answer Sheets:

12.1. Before sending completed answer sheets to HQ AFPC/DPPPWT, the TCO or TE will:

12.1.1. Check each answer sheet for stray marks, smears, smudges, tears, folds or wrinkles, and marks outside the specified bubbles. Make sure that the examinee has thoroughly erased the first response when changes have been made. Stray marks and incomplete erasures can reduce an examinee's score. If the form does not pass inspection, either clean it up by additional erasing or copy it on a clean form. Ensure both the original and reaccomplished answer sheets are forwarded. NOTE: Answer sheets not signed by the examinee or severely blotted will be returned to the TCO for compliance with instructions for reaccomplishment.

12.1.2. Look at the bottom front side of the form to ensure all required bubbles have been darkened. Also make sure that items to be completed by the test administrator have been completed (e.g., TCO account number, etc.). Refer to AFPT 983 for instructions on the proper coding of these items. Students often transpose numbers when writing their

social security number (SSN), or darken incorrect ovals. Cross-check each name and SSN with the student management roster (SMR).

12.1.3. Use the original AFPT 237 as a cover letter to send the completed answer sheets to HQ AFPC/DPPPWT for scoring. If an examinee is retesting on a waiver of the 180-day requirement or maximum retests, attach a copy of the waiver approval to the AFPT 237.

12.1.4. Prepare answer sheets for mailing according to AFI 36-2605, Table 4.1. Arrange answer sheets in the same sequence as the examinees' names appear on the AFPT 237. Do not staple, clip, fold, or damage the answer sheets. Place the original test roster in the package; retain the duplicate for unit records.

12.2. Mail packages containing completed answer sheets as follows:

12.2.1. Address the package to HQ AFPC/ DPPPWT. Mail no later than 1 workday after the test was given. If not mailed within 1 workday, a memorandum of explanation for lateness must be included.

12.2.2. The TCO or TE must ensure the package is placed in the postal system.

12.2.3. Mail the package by certified mail, return receipt requested. Attach the certified mail receipt to the unit's copy of the AFPT 237 until you receive confirmation that the package has been received by HQ AFPC/DPPPWT.

13. Scoring the AFOQT. HQ AFPC scores the answer sheets and posts the results on the AFPC webpage (refer to 14.1).

14. Disposition of Test Results:

14.1. The TCO must verify the score sheet against the AFPT 237. Normally, units can review the test results on the AFPC website within 7 duty days from the day the answer sheets are mailed. If the unit has not received the scores within 2 weeks, the TCO or TE should query HQ AFPC/DPPPWT. If the unit requires AFOQT scores prior to 4 weeks, or for tests not taken at an AFROTC unit, the TCO or TE can call the HQ AFPC customer support office at DSN 665-5000 or commercial (210) 565-5000 or Contact.center@randolph.af.mil to contact by e-mail. Results are posted at <http://www.afpc.randolph.af.mil/afqts/default.asp>

14.2. HQ AFPC/DPPPWT maintains an inclusive historical record of all test scores.

15. Recording or Combining Scores:

15.1. AFOQT scores do not expire.

15.2. Test scores from different tests of the AFOQT cannot be combined.

15.3. Only the scores from the most recent test are used as the scores of record for those cadets with more than one set of scores. AFROTC/RR will consider previously passing scores when determining whether to approve a waiver request for subsequent failure. Nevertheless, the most recent scores will be reflected in WINGS and used for any cadet personnel actions (e.g., AFROTC IMT 22, PSP categorization, etc.).

16. Requisition and Disposition of Test Materials:

16.1. All materials used to administer the AFOQT are listed in AFPT Catalog, AIR FORCE PERSONNEL TESTS CATALOG. Requisition test materials by memorandum to AFPDC/AFLO. Refer to AFPT Catalog for more guidance. NOTE: Requisition only enough test material as needed for the unit's specific testing program (e.g., a unit which tests 28 examinees per year need not order 50 copies of each version). Excess materials may create a potential compromise. AFPT 997, *United States Air Force Officer Qualifying Test Information Pamphlet*, is obtained in the same manner as other AFOQT materials.

16.2. Transfer test material as prescribed in AFI 36-2605.

16.3. Destroy CONTROLLED TEST MATERIAL only when it becomes surplus, damaged, or obsolete. The TCO or TE destroys CONTROLLED TEST MATERIAL in the presence of a responsible witness who meets, at the minimum, TE grade requirements. However, the TCO and TE must not serve together as the destroying and witnessing official. Also, the witness must not have duties associated with the testing function and verifies destruction based on front cover inspection only. Destruction can be delayed until required personnel are present. The destroying official will then complete the AF IMT 310, **Document Receipt and Destruction Certificate**. Forward a copy of the AF IMT 310 to AFPDC/AFLO and HQ AFROTC/RRFP. Destruction procedures are outlined in AFI 36-2605.

16.3.1 When destroying confidential material via shredding, it must be accomplished using a cross-cut shredder. However, if destroying AFOQT material via shredding, a straight-cut shredder may be used as long as the shredded strips are no wider than 5/32". Detachments that do not have shredders that meet this requirement, may use university shredders as long as the shredded strips do not exceed 5/32". If a university shredder is used, the TCO must ensure the shredded material is properly disposed of (bagged and thrown away); DO NOT LEAVE IT FOR UNIVERSITY PERSONNEL TO DISPOSE.

16.4. Scratch paper used (actually marked on) by examinees is to be destroyed in the same manner as test material (burn or shred). Scratch paper should be destroyed at the end of the testing session. Units are not required to document destruction of scratch paper because it is not controlled material (it is not designated with an AFPT, version, revision or control number).

Section C - Basic Attributes Test (BAT):

17. Purpose of the BAT. The BAT provides AFROTC a means to obtain quality selection data on pilot applicants early in the selection process. The BAT incorporates computerized testing technology to measure psychomotor, cognitive, and personality attributes that correlate with pilot training performance. The BAT equipment is to be handled as test material with the exception

that it obviously can not be stored in a GSA approved safe. It should however be kept behind locked doors when not in use. The system disk will be secured in an approved safe.

18. Personnel To Be Tested. In order to be eligible to take the BAT, AFROTC cadets must express a desire to be a pilot candidate, have a minimum AFOQT pilot score of 25, navigator score of 10, and a minimum combined pilot + navigator score of 50, and no obvious physical defects that would medically disqualify them for flying. Cadets eligible and expressing a desire may take the BAT at a detachment or host base facility with BAT capabilities for use in Pilot Candidate Selection Method (PCSM) scores, as outlined in AFROTCI 36-2013, *AFROTC POC Allocation and Categorization Management*, Chapter 4.6. Cadets unable to test at a detachment or host base facility can be administered the BAT at field training. Administering the BAT at other than field training is preferred. Along with testing eligible cadets, the TCO and TE must also test any pilot candidates at the request of any Air Force National Guard or Reserve unit or recruiter.

19. Administration. Only the TCO or TE may administer the BAT according to procedures specified in AFI 36-2605 and the BAT Operator's Manual. The test administrator does not need to be physically present during the testing session after the face-to-face instructions have been completed and the individual has started the examination. However, the administrator must be immediately available for questions and administration problems.

20. Scoring the BAT. Normally, BAT data will be transmitted electronically to the PCSM program managers at HQ AETC SAS/CS. To obtain an individual's PCSM score, access the PCSM program manager's web site at <https://www.aetc.af.mil/SAS/pcsm.htm>. (NOTE: the "SAS" portion of the URL must be typed in capital letters). Enter "flyer" for the username and "want2fly" for the password.

★**21. Retesting.** One additional BAT administration is authorized vice the previous standard of one-time testing only. **Only two test administrations are authorized** per individual. Administration of BAT retests follows AFOQT retesting as outlined in paragraph 11. Do not administer a retest (second testing) until at least 180 days have passed from the date of initial testing. Units must inform cadets that only one BAT retest is authorized. The PCSM office will automatically invalidate third and subsequent BAT data. Results from the most recent test must be used as the scores of record for those individuals with more than one set of scores. **This is not waivable.** PCSM scores will not expire. Units must inform all examinees of this policy and document the applicant's written understanding via AFROTC IMT 16, **Officer Candidate Counseling Record**. If examinees fail to tell of a previous BAT administration, they will be permanently disqualified for Air Force pilot training programs.

★**22. IMTs Adopted:** AF IMT 310, **Document Receipt and Destruction Certificate**, AF IMT 2519, **All Purpose Checklist**, AFPT 237, **Test Roster**, AFPT 987, **Answer Sheet**, AFROTC IMT 16, **Officer Candidate Counseling Record**.

STEVEN E. WAYNE
Colonel, USAF
Commander, Air Force ROTC

Attachment 1**GLOSSARY OF REFERENCES AND EXPLANATION OF TERMS*****References***

DOD 5200.1-R/AFI 31-401, *Information Security Program Management*
AFI 36-2605, *Air Force Military Personnel Testing System*
AFI 90-301, *Inspector General Complaints*
AFPT Catalog, *Air Force Personnel Tests Catalog*
AFPT 997, *Air Force Officer Qualifying Test Information Pamphlet*
AFPT 983, *Manual for Administration*
AFPT 985, *Table Reading Chart*
Basic Attributes Test (BAT) Operator's Manual (BOM)
AFI 65-103, *Temporary Duty Orders*
AFROTCI 36-2013, *AFROTC POC Allocation and Categorization Management*

Abbreviations and Acronyms

ACT – American College Testing
AETC – Air Education and Training Command
AFPC – Air Force Personnel Center
AFPT – Air Force Personnel Test
AFOATS – Air Force Officer Accession and Training Schools
AFOQT – Air Force Officer Qualifying Test
AFROTC – Air Force Reserve Officer Training Corps
BAT – Basic Attributes Test
BOM – BAT Operator's Manual
MAJCOM – Major Command
MEPS – Military Entrance and Processing Station
MPF – Military Personnel Flight
PCSM – Pilot Candidate Selection Method
POC – Professional Officer Course
SAT – Scholastic Aptitude Test
SSN – Social Security Number
TCO – Test Control Officer
TDY – Temporary Duty
TE – Test Examiner
TMI – Test Material Inventory
UPRG – Unit Personnel Record Group
WINGS – Web Intensive New Gain System

Terms

Air Force Personnel Test (AFPT). Any Air Force test indexed in AFIND 7.

Answer Sheet. AFPT 987, Answer Sheet. An official form used by AFROTC to record the answers to questions on the Air Force Officer Qualifying Test (AFOQT). It becomes a controlled item when one or more answers are entered on it.

Applicant. A person applying for a scholarship or entry into the Professional Officer Course (POC). NOTE: The applicant need not have applied in writing if the unit commander or test control officer believes the individual is applying in good faith.

Basic Attributes Test (BAT). Computerized testing technology that measures psychomotor, cognitive, and personality attributes highly correlated with pilot training performance.

Disinterested Officer/Impartial Official. An officer appointed either to conduct an investigation or to take part in an inventory of test materials who has nothing to gain or lose as a result of the findings.

Test Compromise. Any action, expressed or implied, intentional or unintentional, which could result in unauthorized disclosure of test material.

Test Control Officer (TCO). An Air Force officer or noncommissioned officer (NCO) (MSgt selectee or higher) who is appointed by the unit commander, and is responsible for the requisition, receipt, packaging, storage, use, security, inventory, mailing, and disposal of CONTROLLED TEST MATERIAL.

Test Examiner (TE). An Air Force officer or NCO (SSgt selectee or higher) who is appointed by the unit commander to administer and handle personnel tests and related material when required. Reference AFI 36-2605 for restrictions. The TCO and TE cannot be the same person.

Test Proctor. An Air Force officer or NCO (SSgt selectee or higher) whose principal duty is to ensure all instructions are followed by individuals taking an AF test. Reference AFI 36-2605 for other duties.

Web Intensive New Gains System (WINGS). Automated system used for tracking personnel data on AFROTC cadets. Replaced the Student Management System (SMS) in December 2003.

Attachment 2

APPOINTMENT MEMORANDUM FOR TEST CONTROL OFFICER OR TEST EXAMINER

(LETTERHEAD)

(Date)

MEMORANDUM FOR (NAME)

FROM: AFROTC Det 340/CC
Worcester Polytechnic Institute
100 Institute Road
Worcester MA 01609-2280

SUBJECT: Appointment of Test Control Officer (Test Examiner)

1. You are hereby appointed Test Control Officer (Test Examiner) effective this date, for TCO Account 5-999. This is an additional duty. (SSN: 000-00-0000; Duty Title: Assistant Professor of Aerospace Studies; Duty Phone: (999) 100-0001).
2. You will read and become familiar with AFIND 7, AFI 36-2605, DOD 5200.1R/AFI 31-401, AFROTCI 36-2006, and AFPT 983.
3. Major John P. Smith, SSN XXX-XX-0000, COC, Unit, is relieved of the assignment as Test Control Officer (Test Examiner).
4. (For Enlisted Test Examiners Only.) You completed the Air Force Officer Qualifying Test (AFOQT) on _____, or signed NCO TE Statement of Understanding (AFOQT). It is also recommended you take the Basic Attributes Test (BAT) (if applicable). If you decide not to take the BAT, you must complete the NCO TE Statement of Understanding (BAT).
5. You will conduct an immediate inventory jointly with Major Smith in compliance with AFI 36-2605. Upon completion of the inventory, you must also change the combination to the safe and, if applicable, BAT passwords. Reply by endorsement when these actions are complete (not to exceed two workdays from the date of this letter).

SARAH K. WILLIAMS, Lt Col, USAF
Commander

cc:
HQ AFROTC/RRFP
HQ AFPC/DPPPWT

AFOMS/OMDV
AFPDC/AFLO

1st Ind; (Name)

(Date)

MEMORANDUM FOR AFROTC DET 340/CC

I understand the responsibilities of the position to which I am being appointed. I have thoroughly read and understand the provisions of AFROTCI 36-2006. The safe combination (and BAT passwords) was changed today.

(Signature Element)

Attachment 3**NCO TEs STATEMENT OF UNDERSTANDING (AFOQT)**

I, John P. Smith, (SSN), (TCO Account #), understand that while I have access to the AFOQT, I will not be able to take the AFOQT for application to a commissioning program or for any other program which requires official AFOQT scores. I understand this prohibition will remain in effect for 6 months after my access to any AFOQT CONTROLLED TEST MATERIAL has been terminated in writing.

(Signature)

(Date)

(Signature of Witnessing Official)

NOTE: Forward the original of this statement to the servicing MPF for inclusion in the member's UPRG (reference paragraph 2.2) and attach it to the TE appointment memorandum. Send copies to HQ AFROTC/RRFP and HQ AFPC/DPPPWT. Individuals ineligible to apply for commissioning programs, such as those 36 or older, are not required to take any action. For TEs wanting to test before the 6 months have passed, a request for waiver containing the date the TE last had access to the AFOQT, the length of time served as TE, and the testing requirement must be forwarded through HQ AFROTC/RRFP to HQ AFPC/DPPPWT.

Attachment 4**NCO TEs STATEMENT OF UNDERSTANDING (BAT)**

I, John P. Smith, (SSN), (TCO account #), understand that after I have had access to the BAT, I will be disqualified from ever taking the BAT to apply for any Air Force pilot training program.

(Signature)

(Date)

(Signature of Witnessing Official)

NOTE: Forward the original of this statement to the servicing MPF for inclusion in the member's UPRG (reference paragraph 2.2). Send copies to HQ AFROTC/RRFP and HQ AFPC/DPPPWT. Individuals ineligible to apply for AF pilot training programs are not required to take any action.

Attachment 5

AFOQT and BAT Training Checklist

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA AFOQT and BAT Training Checklist		OPR	DATE	
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	N/A
1.	Read AFROTCI 36-2006, AFROTC Cadets and Applicants Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Read AFI 36-2605, Air Force Military Personnel Testing System, Chapters 2, 3, 4, 5 and Attachment 2 (and Attachment 3, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Read AFPT 983, AFOQT Administration Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Read the BAT Operator's Manual, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Read and accomplished AFROTC Senior Unit Cadet Personnel Actions Checklist, items 119-172, AFOQT and BAT Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I certify that I completed the AFOQT and BAT (if applicable) training from items 1 – 5 above on _____.</p> <p>I am a ____ TCO or a ____ TE.</p> <p>_____ Name and Rank of Person Trained</p> <p>_____ Signature of Person Trained</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I certify the above training was accomplished on _____.</p> <p>_____ Unit Commander's Signature and Date</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment 6

INSTRUCTIONS FOR POTENTIAL COMPROMISE CASES

A6.1. Upon discovery of a potential compromise, the TCO immediately notifies the unit commander and sends the commander a preliminary report. This report includes:

A6.1.1. A short summary of the facts related to the potential loss or compromise.

A6.1.2. The name, SSN, and control Air Force specialty code (AFSC) of any person who might benefit by the potential loss or compromise.

A6.1.3. A statement about which booklets, completed answer sheets, or other materials were affected. Mark the report and all copies FOR OFFICIAL USE ONLY--SENSITIVE PERSONNEL DATA.

A6.2. The unit commander will report the situation to the region commander.

A6.3. The region commander must notify the agencies listed in paragraph A6.3.1 within 24 hours after being notified of the situation and must:

A6.3.1. Notify HQ AFROTC/RRFP and AFOATS/JA by memorandum and provide copies to HQ AFPC/DPPAT and HQ AFPC/DPMA. Indicate if personnel implicated in the case have been reassigned or are pending reassignment.

A6.3.2. Notify the support base MPF to ensure the individuals involved are placed in assignment availability code "17" and promotion eligibility status code "B."

A6.3.3. Appoint an investigating officer to conduct a formal investigation (Category II) using AFI 90-301, *Inspector General Complaints*, paragraph 2.25, as a guide. The investigating officer cannot be someone who reports to the unit commander. The report of investigation will not include copies of the test or any questions on them unless the entire report is identified as CONTROLLED TEST MATERIAL and handled as such. All other reports are identified as FOR OFFICIAL USE ONLY (TEST CONTROL PERSONNEL) unless classified information is included; then follow the procedures in DOD 5200.1-R/AFI 31-401.

A6.4. HQ AFROTC/RRFP will suspense the investigation for 60 days from the date the case is initiated. A detailed investigation report must be prepared in an original and one copy and mailed to HQ AFROTC/RRFP. The region commander's transmittal memorandum must include the following information:

A6.4.1. A comprehensive statement of the extent of the compromise, if any.

A6.4.2. Corrective actions taken, if any, including administrative or disciplinary action taken against the offenders.

A6.4.3. Actions taken to prevent recurrence of any actual compromise, or the conditions leading to the potential compromise if no compromise occurred.

A6.5. HQ AFROTC/RRFP will staff the report, and forward to HQ AFROTC/CC who will close the case and notify the MPF chief to update the appropriate personnel codes from the individual's records or, if deemed necessary, take action as required.

Attachment 7

REQUEST FOR APPROVAL TO READMINISTER THE AFOQT

(LETTERHEAD)

(Date)

MEMORANDUM FOR HQ AFROTC/RRFP

FROM: AFROTC Det 450/CC
Montana State University
Box 172160
Bozeman MT 59717-2160

SUBJECT: Request for Approval to Readminister the AFOQT

Request approval to readminister the AFOQT to:

- a. Name: Bradley B. Bennett; SSN: 000-00-0000.
- b. AFROTC Program: 4-Year. (2-Year or 4-Year)
- c. AS Year: 200 (100, 200, 300, 400, or N/A)
- d. Programmed date for entry into POC: 4 Sep 05; programmed commissioning date: 18 Jun 07.
- e. Category attempting to qualify for: Navigator (Officer Candidate, Pilot, or Navigator)
- f. Date last tested: 27 Apr 04.
Results: P – 09 N – 47 AA – 40 V – 38 Q – 46.
- g. Dates and results of earlier tests (if applicable). (Use format of paragraph f).
- h. Cumulative GPA 2.84 after 3 semesters.
Academic major: Political Science.
- i. SAT results: Verbal: 480, Math: 540.
- j. ACT results (composite): N/A.
- k. Specific justification for retest: i.e., completion of at least two college courses in subjects relevant to the AFOQT, in the areas the applicant showed a deficiency (verbal, quantitative), received tutoring (specify what type of tutoring and dates and amount of hours), etc.

ERIN E. EDWARDS, Lt Col, USAF
Commander

Attachment:
College transcripts

1st Ind, HQ AFROTC/RRFP

MEMORANDUM FOR DETACHMENT 450/CC

1. Approved/Disapproved
2. If approved, forward a copy of this memorandum to HQ AFPC/DPPPWT along with the individual's answer sheet.

(Approval Authority will enter
their Signature Block)

Attachment 8

REQUEST TO WAIVE 180-DAY AFOQT RETEST WAITING PERIOD

(LETTERHEAD)

(Date)

MEMORANDUM FOR HQ AFROTC/RRFP

FROM: AFROTC Det 620/CC
Bowling Green State University
164 Memorial Hall
Bowling Green OH 43403-0272

SUBJECT: Request to Waive 180-Day AFOQT Retest Waiting Period

Request approval to readminister the AFOQT less than 180 days after previous administration to:

- a. Name: Linda L. Lewis, SSN: 000-00-0000.
- b. AFROTC Program: 2-Year (2-Year or 4-Year)
- c. AS Year: N/A (100, 200, 300, 400, N/A)
- d. Programmed date for entry into POC: 4 Sep 05; programmed commissioning date: 18 Jun 07.
- e. Category attempting to qualify for: Officer Candidate (Officer Candidate, Pilot, or Navigator)
- f. Date last tested: 29 May 04.
Results: P – 09 N – 12 AA – 22 V – 24 Q – 14.
- g. Dates and results of earlier tests (if applicable). (Use format of paragraph f).
- h. Cumulative GPA 2.21 after 4 semesters.
Academic major: History.
- i. SAT results: N/A (Verbal and Math; or N/A)
- j. ACT results (composite): 20
- k. Reasons why student cannot wait 6 months for retest (if applicable):

TERRY T. THOMAS, Lt Col, USAF
Commander

Attachment:
College transcripts

1st Ind, HQ AFROTC/RRFP

MEMORANDUM FOR DETACHMENT 620/CC

1. Approved/Disapproved
2. If approved, forward a copy of this memorandum to HQ AFPC/DPPPWT along with the individual's answer sheet.

(Approval Authority will enter
their signature block)

Attachment 9

MAILING ADDRESSES FOR AFOQT/BAT RELATED CORRESPONDENCE

HQ APFC/DPPPWT
550 C Street West, Suite 9
Randolph AFB TX 78150-4711

HQ AETC SAS/CS
151 J Street, Suite 2
Randolph AFB TX 78150-4343

OMS/OMDV
1550 5th Street East
Randolph AFB TX 78150-4449

AFPDC/AFLO
2800 Eastern Blvd
Baltimore MD 21220-2898

HQ AFROTC/RRFP
551 East Maxwell Blvd
Maxwell AFB AL 36112-6106